

**IM@WORK
FOR MY TOWN: BEST
PRACTICES THROUGH THE
INFORMATION LIFECYCLE**



Course Overview

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Capstone 2023: IM Toolkit for Municipalities

- The College of the North Atlantic (CNA) Information Management (IM) Post Diploma Program (IM PD) combines records and information management with business, project management, information technology, communications, and law.
- In 2023, The IM PD partnered with the Professional Municipal Administrators (PMA), Newfoundland and Labrador to complete the final course of the program – The IM Capstone. The CNA team included:
 - *Lesley Halliday*
 - *Jason Mills*
 - *Lori Collins (instructor)*
 - *Kaitlyn Hilliard*
 - *Donna Leonard*



Capstone 2023: IM Toolkit for Municipalities

- Proposal: November 2022
- Survey: February 2023
 - RRDS
 - Disposal
 - Training
- Project Scope: April 2023
- Work Began: May 7, 2023
 - Consultation
 - Jurisdictional Scan and Review
- **PMA Conference Presentation**
- Final Deliverables: Summer 2023



Capstone 2023: IM Toolkit for Municipalities

- **An IM toolkit, for distribution by the PMA to its membership, including:**
 - Records Management Policy template;
 - A standard Records Retention and Disposal Schedule (RRDS);
 - A plan to clear the backlog;
 - IM@Work for My Town – Best Practices Through the Information Lifecycle
- Target audience includes Towns under 1000 residents but can be useful to all
- All deliverables can be modified by each town to accommodate their own unique language or terminology, requirements, branding, etc.



About IM@Work For My Town

- This course is based on the Government of Newfoundland and Labrador's [IM@Work: Making Information Management Work for You](#), available on the Office of the Chief Information Officer website: www.gov.nl.ca/ocio
- This course includes elements of the IM Toolkit including the Records Management Policy (e.g. definitions, roles)



About IM@Work For My Town

- A lot of the work you do on behalf of your town is driven by and/or generates information
- Completing this course will allow you to:
 - Demonstrate knowledge of IM and why it is important
 - Identify IM best practices through their lifecycle
 - Recognize IM roles and responsibilities



About IM@Work For My Town

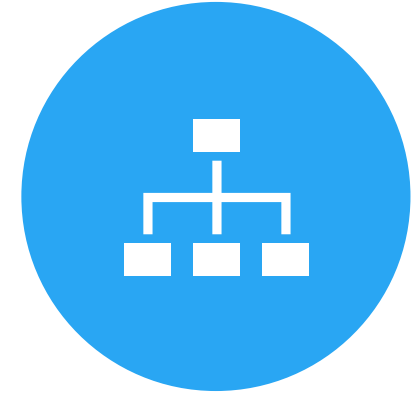


MODULE 1: IM BASICS
20 MINS



MODULE 2: BEST PRACTICES OVERVIEW (2MINS)

- 2.1: COLLECTION (14MINS)
- 2.2: CREATION (14MINS)
- 2.3 RECEIVING (15MINS)
- 2.4: ORGANIZE/STORE (14MINS)
- 2.5: USE/SHARE (12MINS)
- 2.6: RETAIN/DISPOSE (15MINS)



MODULE 3: ROLES AND RESPONSIBILITIES
(16MINS)



About IM@Work For My Town

- To make the most of this course, it is recommended that you:
 - Review the IM toolkit
 - Watch the videos in sequence
- Enjoy the Course!



CONTACT US

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